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17 JAN 1962

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KAL

MEMORANDUM FOR: Deputy Director, Personnel & Physical Support

SUBJECT: Monthly Report of Activities for December 1961

1. The following is the summary of correspondence traffic handled by this Office during the month of December 1961:

DOCUMENT RECEIPT AND DISTRIBUTION:DECEMBERCables

a. Incoming Total		731
OS Action	81	
OS Interest	650	
b. Outgoing Total		316
OS Orig.	26	
FS Orig.	-	
OS Coord.	62	
OS Info	228	
TOTAL PROCESSED		<u>1,047</u>

Dispatches

a. Incoming Total		223
OS Action	30	
OS Interest	193	
b. Outgoing Total		70
OS Orig.	41	
FS Orig.	7	
OS Coord.	11	
OS Info	12	
TOTAL PROCESSED		<u>293</u>

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Total Communications Processed

	<u>879</u>
	<u>2,219</u>

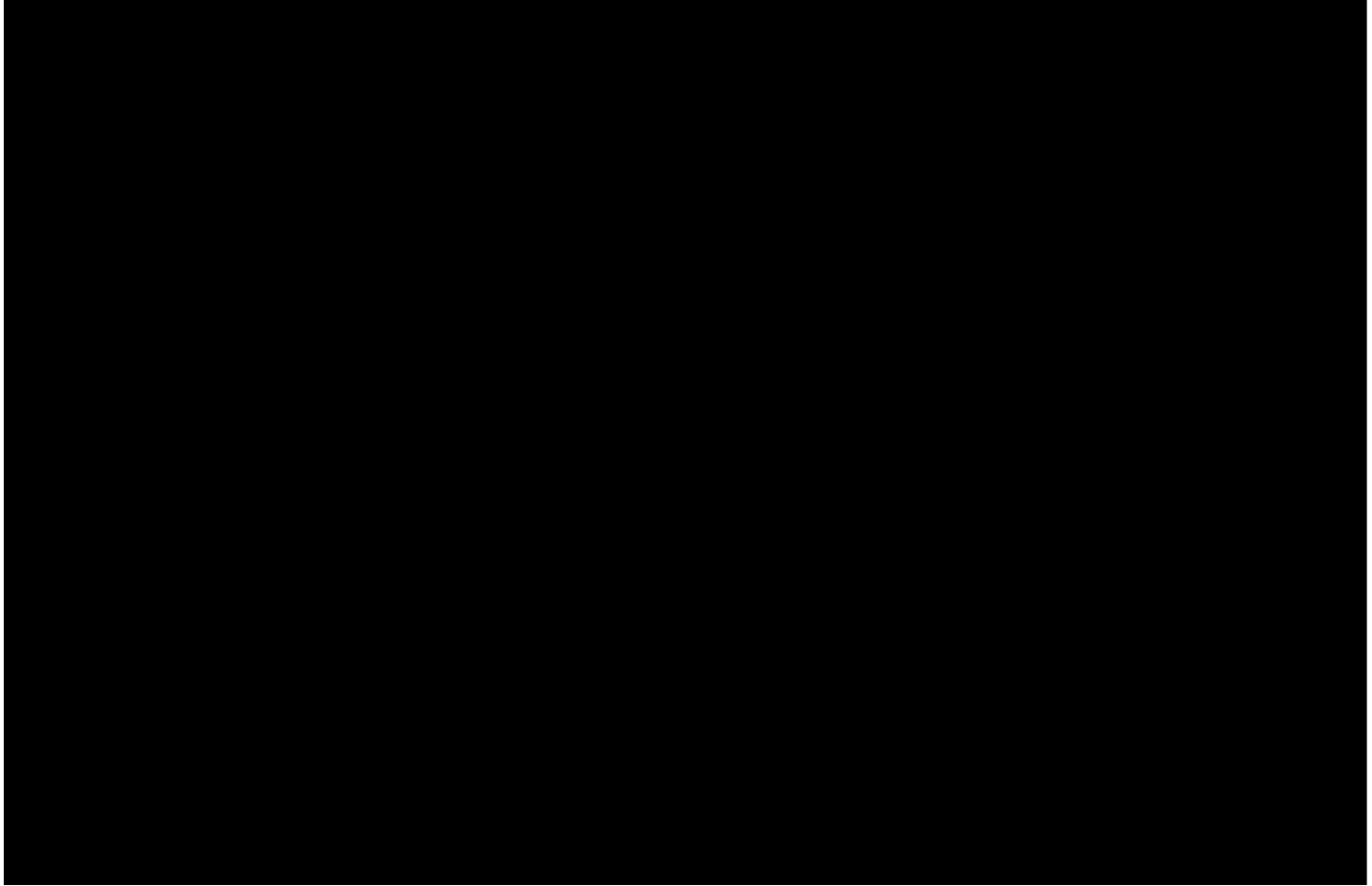
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Special Assistant, Foreign Support

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